



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the full-time position of:

Public Safety Dispatcher **Police Department**

Weekly Salary Range: \$766.97 to \$955.98

Applicants must submit the **required** Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **July 8, 2016**

Duties of the position involve the processing of incoming and outgoing emergency and non-emergency telephone calls, and communication with law enforcement, fire and EMS units ensuring agency policy, procedures and goals are met.

Successful candidate must possess solid verbal communication skills, and have the ability to recall details and record information/numbers quickly and accurately. Candidate will need to learn and maintain familiarity with the general geography of the Town of Belmont and work effectively in a high stress environment. The candidate will also need to meet all training requirements and certifications required by the Town of Belmont's Emergency Communications Center and the requirements of 560 CMR 2.00 State 911 Department Standards for Enhanced 9-1-1 and other regulations.

High School diploma or equivalent required; Associate's or Bachelor's degree preferred. Position requires a minimum of two (2) years of practical working knowledge and paid experience in public safety communication, or any combination of education and experience. Requires a valid motor vehicle operator's license. CPR certification required at time of employment. Certification in Priority Dispatch EMD protocols and LEAPS/CJIS preferred.

This is a benefits-eligible position. This position is covered under a collective bargaining agreement with the IAFF Union. This position has a weekly rate range of \$766.97 to \$955.98, working 37.5 hours weekly.

Resumes with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741 by the closing date of **July 8, 2016**

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Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740

humanresources@belmont-ma.gov